



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	ADMINISTRATIVE SUPERVISOR
Posting Number	PN# 109779
Department	Health & Human Services Department
Division	Environmental Health
Section	Bureau of Animal Regulations and Care (BARC)
Reporting Location	2700 Evella
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Performs varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

CORE FUNCTIONS

- Supervises, coordinates, trains, and evaluates personnel job assignments for assigned section. Oversees and maintains daily log of fleet assigned to Bureau of Animal Regulations and Care (BARC), assures the necessary maintenance is being performed by mechanic personnel.
- May coordinate special projects, including planning, research, presentations, promotions and evaluations.
- Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinate's responsibilities. Assists in assuring citizen's complaints are properly handled and enforce disciplinary actions if needed.
- May interview job applicants; oversee communications, and enforcement procedures for assigned section/department.
- May supervise department financial operations, including budget planning, revision, integration and oversight, project cost analysis, expenditure control and accounting procedures.
- Other duties as assigned by Section Manager(s).

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. Schedule subject to change including weekend and evening shifts may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three years of experience in personnel, administration, accounting or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing, however if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 22
\$1,277 - \$2,388 Biweekly \$33,202 - \$62, 088 Annually

OPENING DATE

April 12, 2006

CLOSING DATE

April 25, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

